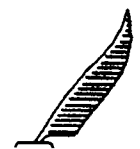


HUMBOLDT STATE UNIVERSITY

Vice President for Academic Affairs

1 Harpst Street
Arcata, CA 95521-8299
Phone (707) 826-3722

. MEMORANDUM . #2



September 27, 1993

TO: College Deans

FROM: John C. Hennessy, Acting Vice President for Academic Affairs

SUBJECT: POLICY ON ASSIGNED TIME FOR "EXCESS ENROLLMENT"

There continues to be confusion on the use of assigned time for faculty who are teaching courses with "excess enrollment." The current policy for Code 11: Excess Enrollment (quoted from EP&R 79-15) is as follows:

Excess Enrollment

- A. For classes with census date enrollment of between 75 and 120 and exceptional workload, a graduate assistant or student assistant may be allocated.
- B. For classes with census date enrollment of over 120, a graduate assistant, a student assistant, or an additional 3 WTU may be assigned.
- C. Assignment of graduate assistants is a preferable way of handling such large class loads, but it is recognized that qualified graduate assistants are not always available.
- D. In no case shall a faculty member be granted assigned WTU for more than one class with excess enrollments.

HSU has permitted a further breakdown in the use of assigned time for excess enrollments, provided no graduate assistant or students assistant time is available, as follows:

If a course has enrollment between 75 and 96 ---	1 WTU may be permitted
If a course has enrollment between 96 and 120 ---	2 WTU may be permitted
If a course has enrollment <u>over 120</u> ---	3 WTU may be permitted

Although it may be advisable for us to review current practices, until that time the Office for Academic Affairs will continue to approve the use of assigned time for excess enrollment based on the above policy.